

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
Expense Dates 04/20/14-04/23/14
Form ID TEA000355001
Approver Richard J Chivaro
Start Date/Time 04/20/14 / 1700
End Date/Time 04/23/14 / 1050
Trip Location Sacramento
Purpose of Trip Official SCO business. Mtg at SCO.
Authorization #/ Trip # ROF into 4/22 /

REPORT TOTALS

Report Total 811.23 USD
Department Paid 271.14 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 540.09 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
04/20/14	Airfare - Commercial	215.67	Cash	United States (US	1.00		215.67
04/20/14	Incidentals	5.00	Cash	United States (US	1.00		5.00
04/20/14	Parking, Auto	4.50	Cash	United States (US	1.00		4.50
04/21/14	Lodging	101.70	Cash	United States (US	1.00		101.70
04/21/14	Dinner	23.00	Cash	United States (US	1.00		23.00
04/21/14	Incidentals	5.00	Cash	United States (US	1.00		5.00
04/21/14	Parking, Auto	9.00	Cash	United States (US	1.00		9.00
04/21/14	Lunch	11.00	Cash	United States (US	1.00		11.00
04/22/14	Lodging	108.37	Cash	United States (US	1.00		108.37
04/22/14	Dinner	23.00	Cash	United States (US	1.00		23.00
04/22/14	Parking, Auto	9.00	Cash	United States (US	1.00		9.00
04/22/14	Lunch	11.00	Cash	United States (US	1.00		11.00
04/23/14	Airfare - Commercial	194.00	Department Paid	United States (US	1.00		194.00
04/23/14	Auto/Car Rental	77.14	Department Paid	United States (US	1.00		77.14
04/23/14	Gasoline	8.25	Cash	United States (US	1.00		8.25
04/23/14	Personal Auto Mileage	5.60	Cash	United States (US	1.00		5.60

Expense Sub-Totals

Auto/Car Rental 77.14
 Airfare - Commercial 409.67
 Gasoline 8.25
 Parking, Auto 22.50
 Dinner 46.00
 Lunch 22.00
 Incidentals 10.00
 Lodging 210.07
 Personal Auto Mileage 5.60

Review Items - Exceptions and Questions

Text	Response	Policy
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CalATERS-Global Expense Summary

Receipt and travel itinerary required for this expense item.

ER Department
Policy #1

Did you obtain prior written approval to exceed the maximum allowed?

No PML 2013-26.

#46a DPA
required - Lodgin

Approvers should verify lodging was obtained in a designated high cost county.

46new

Did you obtain prior written approval to exceed the maximum allowed?

No PML #2013-26.

#46a DPA
required - Lodgin

CalATERS-Global Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY

Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
04/20/14	Airfare - Commercial	215.67	Reimbursable			Yes
04/20/14	Incidentals	5.00	Reimbursable			No
04/20/14	Parking, Auto	4.50	Reimbursable			No
04/21/14	Lodging	101.70	Reimbursable			Yes
04/21/14	Dinner	23.00	Reimbursable			No
04/21/14	Incidentals	5.00	Reimbursable			No
04/21/14	Parking, Auto	9.00	Reimbursable			No
04/21/14	Lunch	11.00	Reimbursable			No
04/22/14	Lodging	108.37	Reimbursable			Yes
04/22/14	Dinner	23.00	Reimbursable			No
04/22/14	Parking, Auto	9.00	Reimbursable			No
04/22/14	Lunch	11.00	Reimbursable			No
04/23/14	Airfare - Commercial	194.00	Reimbursable			Yes
04/23/14	Auto/Car Rental	77.14	Reimbursable			Yes
04/23/14	Gasoline	8.25	Reimbursable			Yes
04/23/14	Personal Auto Mileage	5.60	Reimbursable			No

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage

Comments

Name: Marcy J Mandel

Subject: Airfare - Commercial on 04/20/14 for 222.00

Comment: SWA still not showing State fares & had \$222 instead of \$215.67 when ticket bought. Had alerted DGS to the issue by phone in late April. SWABIZ issue resolved May 16. Claiming only \$215.67 though SWABIZ would have charged \$222.